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FOR INSPECTIONS, CALL:
Kolke Consulting Group, 425.255.3099

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1703.**

MECHANICAL-PERMIT-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts mechanical-permit process. Property owners obtain mechanical permits to document that the installation or replacement of mechanical equipment proposed for their property complies with any and all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. The attached packet includes information and forms for your use in completing your Application for Plan Review and Mechanical Permit. To obtain a mechanical permit for your proposed construction project, please complete the following steps:

1. **DETERMINE IF YOUR PERMIT CAN BE ISSUED OVER THE COUNTER OR IF IT REQUIRES A PLAN REVIEW.**
Most mechanical permits for the installation, replacement, or repair of mechanical appliances (e.g. water heaters, furnaces, central air conditioning, etc.) in new or existing residences are issued over the counter. On occasion, the Building Official may require a plan review for systems that are complex or unusual so that he/she can verify that the proposed system complies with the Uniform Mechanical Code, the Washington State Energy Code, and other state and local regulations.
2. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, fire-sprinkler, mechanical, demolition, substantial-development permits, and right-of-way encroachment permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project:
 - A. **APPLICATION FORM AND CHECKLIST:** You must complete and submit **ONE** copy of the Application for Plan Review and Mechanical Permit for any project involving the installation and/or replacement of mechanical equipment. Please complete the form by providing all information requested, answering all questions accurately and neatly, and signing the application.
 - B. **PLAN-REVIEW FEE DEPOSIT:** Most mechanical permits are issued over the counter and do not need a plan review. However, if your project is complex enough to require a plan review, you must pay a plan-review fee based on the fair market value of the proposed construction. This fee is paid when filing an Application for Plan Review and Mechanical Permit. The Town reserves the right to increase this valuation when appropriate.
 - C. **PERMIT-FEE:** You must pay a permit-fee when your permit is issued. The permit fee for mechanical permits issued over-the-counter is based on the number and type of mechanical units to be installed as outlined on the Mechanical-Permit-Application Checklist.
 - D. **PLANS AND SPECIFICATIONS:** If a plan review is required, you must provide **THREE** full-size (24" x 36") sets of plans and specifications describing the proposed equipment installation with enough detail to allow the Building Official to review the proposed installation for code compliance.
 - E. **APPLICATIONS FOR ADDITIONAL PERMITS:** You must submit separate applications for any additional permits needed, including Building, Demolition, Fire-Sprinkler, Tree Removal and Street-Opening.
4. **CONTACT THE TOWN CLERK AT 425.269.6985 TO MAKE AN APPOINTMENT FOR SUBMITTING YOUR COMPLETED APPLICATION DOCUMENTS AND FEES.** When filed with the Town Clerk, items 3A through E (as required) constitute a complete Application for Plan Review and Mechanical Permit. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept it.
5. If no plan review is required, the Town Clerk will issue your mechanical permit and forward a copy to the Building Official for his use in planning inspections. If a plan review is required, the Town Clerk will process your application and forward the application documents to the Town Building Official for his/her review and approval. If additional information is needed, please provide it as quickly as possible to avoid delays in the review of your application. When the plan review is complete, the Town Clerk will notify you that your permit is ready to be picked up.

6. After your permit is issued, **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE SITE** of the proposed work. If your project needed a plan review, keep the complete set of application documents, including all plans, available on the jobsite at all times.
7. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN CLERK** to determine whether a new application should be submitted.
8. When the installation of mechanical equipment is complete, **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE AN INSPECTION**. A portion of the fees you paid is set aside to pay for the usual cost of these inspections. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Building Official in advance. If the total cost of your project's inspections exceed 75% of the mechanical-permit fees paid, the Town will bill you for the excess inspection costs.
9. If the Building Official finds something to be corrected as a result of an inspection, he/she will need to re-inspect the corrections when completed. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION**. Some of the conditions under which a re-inspection may be needed include but are not limited to:
 - permit or permit documents not posted or not available on the jobsite.
 - work to be inspected not complete enough to perform inspection.
 - access to project not provided on the scheduled date and/or time of inspection.
 - construction performed without a valid permit.
 - construction performed that deviates from the approved permit documents.
10. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF THE REQUIREMENTS FOR CONSTRUCTION AND TO ENSURE THEIR COMPLIANCE**. All permits issued are conditioned upon compliance with any and all provisions of the laws, ordinances and codes in effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time the violation becomes apparent to an official of the Town.
11. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information after the completion of your project; however, after six months there is no guarantee that the Town will still have documentation from your project available.